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05-0249-68

DTR-0486

26 March 1968

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report - CS Records II #4-68  
18 - 22 March 1968

Student Body

1. Sixteen students attended the course. They ranged in grade from GS-03 through GS-10 (average, GS-06) and in length of service from a few months through 11 years (average, two years).

2. Twenty-seven students originally applied for this course. Twenty were selected, since this is all that can be accommodated for this course in Room 601. Fifteen appeared on the first day of class, plus one student who had not been registered. The rest had "cancelled." Attempts to call in some of the seven original applicants as Stand-bys were not successful, since they had already been assigned to other work which they could not drop, or had been told they would attend a later class.

Course Curriculum

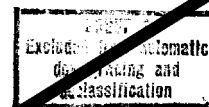
3. No changes were made in the curriculum.

Course Conduct

4. No changes were made in the conduct of the course.

Instructors

25X1A9a 5. Mr. [REDACTED] C/CI, [REDACTED] made his second appearance in the course. His presentation has steadied down and is smooth and sure. He evoked a number of interested questions.

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6. Mr. [REDACTED] C/USSR/Information Services Group/Central Reference Service, informed me that this will be his last appearance in this course. DDI/CRS has been completely reorganized. In place of the various Registries - Biographic, Graphics, and so on - there is now an area arrangement corresponding to that of the CS. CRS is reconsidering its presentations accordingly. New arrangements for a CRS speaker will be made through Mr. [REDACTED] CRS.

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Chief Instructor's Comment

7. This class was almost equally divided between those who have had some experience of name-tracing and those who have had only limited experience of working on a desk at all. The performance of the latter showed that the double task of trying to write a dispatch and of trying to master an intricate and demanding task was beyond the ability of most of them. I question whether newly hired personnel should go directly from CS Records I into CS Records II, rather than wait for a while until they have had some time to adjust to working on a desk. They would not be entrusted with name-tracing on their own for some time in any case, and at this stage in their development the course seems to confuse as much as to help them.

8. This problem will be discussed with appropriate Training Officers and Records Management Officers.

[REDACTED]

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Chief Instructor

Attachments (w/orig. only)

- A. Course Schedule
- B. Roster of Students

Distribution:

- Original - DTR
- 25X1A 1 - DDP/[REDACTED]
- 25X1A 1 - CI/[REDACTED] - Mr. [REDACTED]
- 1 - R/TR
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- 1 - Course File
- 1 - Chrono

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